Procedure: ***Project Kickoff***	
Issue Date: May 5, 2000	**Procedure ID:** ***P-PM-110***
Supersedes: October 9, 1998	**Rev/Change 2.0**

1. **Purpose:** To define the roles, responsibilities and task assignments for personnel involved in the production phase of the project.

2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.

3. **Responsibility:** Project Manager

4. **Support:** Engineers, Quality Assurance, Configuration Management

5. **Invoked By:** Project/Delivery Order Award
6. **Inputs:**

Project Records	Defined in Glossary (Appendix G)

7. **Outputs:**

Action Item List	Defined in Glossary (Appendix G)
List of Risks	Defined in Glossary (Appendix G)
Organizational Chart	Defined in Glossary (Appendix G)
Project Orientation Checklist	S-PM-110
Weekly Expended Hours	S-PM-230
Weekly Expended Hours – QA	S-PM-240
Expended Hours Summary	S-PM-250
Meeting Attendance Record	S-GP-130

8. **Procedures Invoked:** N/A

9. **External Procedures Referenced:** N/A

10. **Procedure Steps:**

    a) The Project Manager updates the Roles and Responsibilities Form (S-PM-070) and places it in the Project Records.
    b) The Project Manager schedules a meeting with all personnel who will be involved in the project (Engineers, Quality Assurance, Configuration Management, Testers, Contracts, Subcontractors, Purchasing, Security, etc.).
    c) The Project Manager prepares for the meeting by going over the Project Orientation Checklist (S-PM-110).
    d) At the meeting, the Project Manager reviews and updates the role assignments, conveys the customer's ratings on the Project Success Worksheet (S-PM-100), assigns tasks to team members, determines how the team will be organized, and other topics from the Project Orientation Checklist. The Project Manager documents this information on an

Action Item List, List of Risks and an Organizational Chart, and places them in the Project Records.

e) At the meeting, the Project Manager provides the Project Team members with all the project documentation generated to date (Requirements Specification, draft plans, estimates, etc.).
f) At the meeting the Contractor Project Manager gives the Contractor Project Team members the charge numbers to use.
g) Government personnel follow the Expended Hours Summary procedure (S-PM-250)
h) The Contractor Project Manager starts collecting the Weekly Expended Hours Form (S-PM-230) from contractor personnel (see Notes 5 and 6), and the Weekly Expended Hours - Quality Assurance (S-PM-240) from each team member. The Project comptroller summarizes the sheets onto the Expended Hours Summary sheet (S-PM-250) and turns it in to the SPG for each period.

11. Notes:

a) The Project should begin holding Project Status Meetings, refer to the procedure P-GP-030 (Project Status Meeting).
b) The orientation material can be gathered and placed in a notebook to be used to orient new employees as they are added to the project staff.
c) CM should already have the Action Item system set up and functioning, if not, refer to procedure P-GP-100 (Managing Action Items).
d) Most of the information needed by the team members will be contained in the Project Records. If the team is small and conveniently located, they can use the Project Records to look up the needed information.
e) Contractor team members should record all hours worked, including overtime and uncompensated time!
f) If possible the Project Manager should direct the Financial Staff to set up charge numbers whose sub-accounts directly collect the effort categories. In some cases, however, the sub-account codes must be used for other purposes and so the form must be used. The Contractor Project Manager may designate an alternate method to collect hours if a better way is found.